

JOB TITLE: Engineer Inspector
DEPARTMENT: Town Engineer

GRADE: H-2
DATE: February 2017

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Performs routine semi-skilled and technical construction inspection work for environmental, water, sewer, street and other public works projects and programs. Assures compliance with federal, state and local codes and standards and contractual provisions.

SUPERVISION

Works under the general supervision of the Town Engineer or Asst. Town Engineer, employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides instruction for new or unusual assignments. Unusual situations are referred to the supervisor for advice and further instructions. Supervisor reviews work to remain aware of progress, work methods, and technical accuracy. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

Employee does not exercise any supervisory responsibility.

DISTINGUISHING CHARACTERISTICS:

1. Works under general supervision, following departmental rules, regulations and policies; requires the ability to plan and perform operations to complete assigned tasks according to prescribed time schedule, but refers unusual problems to superior.
2. Performs work, generally governed by broad instructions, objectives and policies, usually involving frequently changing conditions and problems.
3. Work involves contacts with personnel of other municipal departments or with county and/or state agencies for the proper correlation of public services.
4. Errors of omission or commission, being difficult to detect, may result in considerable cost, due to the inaccuracy of records and investigation, failure to meet work schedules and confusion in implementing new or coordinated municipal services; work is not subject to immediate verifications, audit or check.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

EXAMPLES OF WORK: Including but not limited to:

1. Inspects and approves all phases of public and private construction and improvement work to assure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations; issues correction notices or approvals as required.
2. Inspects and approves construction and installation of streets, curb, gutter, sidewalk, storm drains, sewers, water lines, water meters, hydrants, service lines, fire lines, cross connection control devices and related utilities and structures as assigned
3. Performs general land survey work; also may serve as Party Chief for survey team.
4. Prepares contract specifications and cost estimates; calculates and plots survey data and review engineering plans, specifications and designs; also prepares necessary drawings to provide permanent records as to the location of underground municipal public utilities, such as sewer and water mains; makes technical studies and prepares reports; provides engineering information and data to other town departments and the general public.

DESIRABLE QUALIFICATIONS:

Training and Experience: An Associate Degree in Civil Engineering, plus one to three (1-3) years of paid experience on public works construction, inspection and design; or any equivalent combination of education and experience.

Knowledge, Abilities and Skills: Working knowledge of the principles and practices of Civil Engineering and of the materials, methods and techniques of public works construction; ability to plan and design difficult engineering projects and to supervise and coordinate the work of engineering assistants.

SPECIAL REQUIREMENTS:

Possession of a valid state driver's license issued by the Registry of Motor Vehicles.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, data base and computer-aided design software, standard drafting tools, surveying equipment, motor vehicles, telephone, radios and copy machines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and field settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to stand; walk; sit, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 25 pounds. Occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both under office conditions and out in the field, with intermittent exposure to potential minor injuries. Outdoor work is required in the inspection and design of various developments, construction sites or public works projects.

The noise level in the work environment is usually quiet in the office, moderate to loud in the field.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Date: September 1997
Revised: November 2003
Revised: February 2012
Reviewed: February 2017